

# CSR REAL TIME MEETING STATUS

## PROGRAM OFFICER GUIDE

The Real Time Meeting Status Site is provided by CSR to help NIH program officers obtain information about review meetings and application discussion status. All NIH users with access to the eRA IMPAC Program module are granted access to the site. The site is composed by two screens: the list of meetings and the application discussion status. This guide describes how to log into the site and the main functionalities available in the two screens.

**How to login:** The Real Time Meeting Status site is hosted on the CSR Internet. To gain access, you can be logged into the Internet or the NIH Network at the office or through VPN. To view the meeting site displaying meetings and application discussion status, click on the link <http://www.csr.nih.gov/PONotificationPO/Login.aspx>. It is helpful to bookmark this link for future access.

Before you reach the site you will be prompted to enter your NIH user name and Windows password (the user name and password you use to log into the NIH network). If you get an error message when trying to access the site, submit an email to [CSRRTMSupport@csr.nih.gov](mailto:CSRRTMSupport@csr.nih.gov).

Please note that CSR downloads the names of all users with Program module access three times a year (early January, May and September). If your name was added to the list of users of the IMPAC Program Module after the user database was updated, your name was missed. Once CSR receives an email notifying us that you could not login, your name will be added to the list of users and you should experience no future problems accessing the site.

**How to navigate:** The screen that appears after you successfully logged into the site is the meeting status page (Figure 1). This page lists all current meetings and their status. The following will be displayed in the status column of each meeting: 1) In Progress, 2) Will Resume with date and time, or 3) Ended. Figure 1 lists two meetings in progress, one meeting on break, and one meeting that ended. The meeting status column is left blank for meetings that have not yet started.

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If you get an error message when trying to access the application discussion page, please submit an email to [CSRRTMSupport@csr.nih.gov](mailto:CSRRTMSupport@csr.nih.gov). Click here for [Instructions](#) and [FAQs](#)

Select Study Section Acronym :

Study Section	Start Date	Meeting Status	Study Section Name	Meeting Location	SRO
<a href="#">BBM</a>	10/15/2009	In Progress	<a href="#">Biochemistry and Biophysics of Membranes Study Section</a>	Beacon Hotel and Corporate Quarters Washington DC 20036	<a href="#">M. ...</a>
<a href="#">BRLE</a>	10/8/2009	Will Resume September 21, 2010 17:00 PM	<a href="#">Biobehavioral Regulation, Learning and Ethology Study Section</a>	George Washington University Inn Washington DC 20037	<a href="#">M. ...</a>
<a href="#">BTSS</a>	10/5/2009	Ended	<a href="#">Bioengineering, Technology and Surgical Sciences Study Section</a>	Holiday Inn San Francisco Fisherman's Wharf San Francisco CA 94133	<a href="#">K. ...</a>
<a href="#">CDP</a>	10/1/2009	In Progress	<a href="#">Chemo/Dietary Prevention Study Section</a>	Hotel Nikko San Francisco CA 94102	<a href="#">S. ...</a>

Figure 1. Review Meeting Status page

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From the list of meetings screen, you can check the status of a particular to the study section meeting. The navigation can be done by scrolling down the page or by entering the meeting acronym in the search option box at the top center of the screen. Click on one of the links (study section acronym or study section full name). A new page will open listing the applications included in the meeting in discussion order as available in the IMPAC (Figure 2). The application discussion status screen displays:

- Discussion Order
- Grant number
- PI name
- Status of the discussion – IP for “discussion in progress” and C for “discussion completed”
- Time the discussion started
- Status of the meeting (located in the center of the screen) – In progress, On break, Ended.
- General messages sent by the SRO, available by opening the message box in the top center of the screen
- Time the site was last refreshed (upper right, next to the site title)
- Name and Acronym of the Meeting
- Name of the SRO
- Button to navigate back to the list of meetings
- Button to manually refresh the site

Once the discussion of an application is completed, the row listing the application is grayed out. In Figure 2, the meeting is in progress and discussions of the first five applications are complete. Discussion of the sixth application started at 4:24:36 pm and is in progress. This meeting was last refreshed on 09/21/2010 at 4:26:26 pm.

NOTE: This site only displays the status of discussions. If you want to listen to discussions, you must follow the call-in instructions provided by the SRO.

Program officers can navigate back to the list of meetings by clicking the “Go To Meetings List” button.

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**Real Time Meeting Status - Program Officer Screen**  
**APPLICATION DISCUSSION STATUS** Last Refresh : 9/21/2010 4:26:26 PM  
**Meeting In Progress**

Meeting Notes from SRO

**DISCUSSION STATUS** Go To Meetings List Refresh Data

Discussion Order	Grant Number	PI NAME	Status IP C	Time Discussion Started
1	1R01[REDACTED] A1	U[REDACTED] R J	<input type="checkbox"/> <input checked="" type="checkbox"/>	
2	2R0[REDACTED] 2	ME[REDACTED] D H.	<input type="checkbox"/> <input checked="" type="checkbox"/>	
3	2R01[REDACTED] A1	C[REDACTED] A D.	<input type="checkbox"/> <input checked="" type="checkbox"/>	
4	1R01[REDACTED] A1	[REDACTED] E	<input type="checkbox"/> <input checked="" type="checkbox"/>	
5	1R0[REDACTED] 1	M[REDACTED] A K	<input type="checkbox"/> <input checked="" type="checkbox"/>	
6	1R0[REDACTED] 1	FR[REDACTED] ES P	<input checked="" type="checkbox"/> <input type="checkbox"/>	9/21/2010 4:24:36 PM
7	1R01[REDACTED] A2	H[REDACTED] D	<input type="checkbox"/> <input type="checkbox"/>	
8	2R0[REDACTED] 7	[REDACTED] A	<input type="checkbox"/> <input type="checkbox"/>	

Figure 2. Application Discussion Status page (IP= Discussion in progress; C= Discussion completed)

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### NOTES:

1. POs can **follow multiple meetings** by clicking on “Go To Meetings List”. When the list of meetings appears, another meeting can be selected by following the procedure described.
2. The **site is automatically refreshed** according to industry standards. You can leave the site open for as long as you want and check it periodically. If you want to refresh it manually, click on the “Refresh Data” button.
3. In some instances, SROs may need to **discuss an application out of order**. The update of the order of review in the IMPAC database while the meeting is going on is usually impossible. Thus, these applications will be reported out of order. SROs might send a general message to POs to let them know that an application is being reviewed out of order. Note that while the possibility of writing a short note to be displayed in the PO site is available to SROs, SROs may not be able to do it during the meeting proceedings. If a PO is logged into a meeting site and a new SRO message is available, a warning message will be displayed to let the PO know. If a PO logs into a meeting site containing SRO messages, the meeting site opens displaying the message board.
4. Sometimes review of applications **needs to be deferred**. If this situation occurs, the SROs will leave these applications unchecked. SROs can add a general message to let POs know that certain applications were deferred. Note that while the possibility of writing a short note to be displayed in the PO site is available to SROs, SROs may not be able to do it until the meeting recesses.
5. If you experience any problems while using the Real Time Meeting Status, please submit an email to [CSRRTMSupport@csr.nih.gov](mailto:CSRRTMSupport@csr.nih.gov), describe the problem and add the meeting acronym you are referring to, if applicable.
6. We welcome suggestions to improve the site. Please send us feedback and suggestions at <http://intranet.csr.nih.gov/CSRAAppEnhancements/default.aspx>.